



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

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| Class Title | Carpenter |
| Class Code Number | 5100 |

General Statement of Duties

Provides skilled carpentry services for City facilities; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide carpentry services for City facilities to ensure compliance with building code standards. The work is performed under the supervision and direction of the Facilities Maintenance Superintendent, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over assigned maintenance support personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in an indoor and outdoor work environment with potential personal hazards.

Examples of Essential Work (Illustrative Only)

- Provides carpentry services for City facilities to ensure compliance with building code standards, including building, remodeling, and repairing buildings and fixtures, building custom furniture for easy accessibility, and retrofitting for facility accessibility;
- Provides plumbing services for City facilities, including repairing plumbing and bathroom fixtures, and repairing and maintaining the water supply to drains and main lines;
- Provides locksmith duties for City facilities, including checking and repairing door locks, paddle locks, and panic hardware, and providing re-keying services;
- Performs a variety of miscellaneous duties as requested, including moving office furniture and equipment and providing pick-up and delivery services;

- Provides preventive maintenance of facility equipment, including changing air filters on heating and air systems, servicing fire extinguishers, and performing other related duties;
- Coordinates with suppliers and co-workers to complete quality work projects with the appropriate materials;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of carpentry and plumbing principles, methods, techniques, and procedures;
- Thorough knowledge of building code standards;
- Thorough knowledge of cabinet building and repair principles, methods, techniques, and procedures;
- Thorough knowledge of safe working practices and techniques;
- Thorough knowledge of heating, air, and water systems;
- Thorough knowledge of locksmith principles and procedures;
- Ability to perform rough and finished carpentry and plumbing from start to finish in a professional manner;
- Ability to repair and install roofs;
- Ability to repair and maintain building facilities, bathrooms, and related fixtures;
- Ability to keep accurate records and write reports on work projects in a timely manner;
- Ability to work independently and with others in a cooperative and efficient manner;
- Ability to solve problems and create solutions for improvements;
- Ability to create improvements or parts for facility maintenance that are no longer available or that need improvement;
- Ability to lead other assigned staff;
- Ability to establish and maintain effective relationships with co-workers and suppliers;
- Ability to operate hand tools and power equipment safely and competently;
- Ability to operate database software on a computer;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED; and
- Considerable (four to six years) experience in electrical, plumbing, carpentry, and facility maintenance.

Required Special Qualifications

- General Contractor's License;
- Apprenticeship and Journeyman in carpentry, plumbing, and some electrical.
- Valid Class C California State Driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a related hand and power tools and other related equipment as required;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently maneuver and operate heavy tools and related equipment, and to efficiently access a variety of City facilities in both an indoor and outdoor environment.